

GRANTEE MONITORING

Grantee Name	Wakota Life Care Center
Location/Address	1140 Robert Street South, West St. Paul, MN 55118
Date and Location of Site Visit	May 23, 2017
Grantee Participants	Ginny Cronin, Executive Director
MDH Participant(s)	Mary Ottman
Grant Agreement #/PO #	#109532

PURPOSE:

In accordance with the MDH Policy 238.01 Grantee Monitoring, MDH will conduct at least one monitoring visit per grant period on all state grants of over \$50,000, and at least annual monitoring visits on grants of over \$250,000.

The purpose of the grant monitoring visit is to review and ensure progress against the grants' goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantees. This visit may cover topics such as statutory compliance; challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

The findings or information obtained through this monitoring activity will be used:

- To ascertain how MDH program funds are being utilized
- To provide targeted technical assistance needs
- To improve program implementation performance
- To suggest other training needs
- In future funding decisions

OVERVIEW

1. Is the Grantee's non-profit 501(c) 3 status current? [Yes](#)

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2. Does the Grantee have a central file containing the official records for this grant agreement and/or amendment? [Yes](#)
3. Where is this central file located? [Electronically, secured Microsoft Cloud.](#)
4. Who is responsible for this central file? [E.D.](#)
5. Does the central file include
 - The grant proposal? [Yes](#)
 - The award letter? [Yes](#)
 - The signed grant agreement and any/all amendments? [Yes](#)
 - Any/all requests and/or approvals for scope/budget changes? [Yes](#)
 - The work plan? [Yes](#)
 - Any/all payment requests (invoices)? [Yes](#)
 - Any/all signed subcontracts? Not applicable ([no subcontracts](#))
 - Any/all Progress Reports? [Yes](#)

REPORTING REQUIREMENTS

1. Does the organization meet all reporting requirements as outlined in the grant agreement and/or amendment? [Yes](#)
2. Are expenditure reports submitted timely and accurately? [Yes](#)
3. Are progress reports submitted with all required information and in a timely manner? [Yes](#)

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CONTRACTUAL

1. Does the Grantee have written policies or procedures addressing use of contractors and/or subcontractors? [N/A](#)
2. Were any sub-contractors paid from the MDH grant required to sign a contractual agreement outlining services to be rendered, duration of engagement, and pay rate? [N/A](#)
3. Was the contractual agreement(s) reviewed and approved by MDH before implementation? [N/A](#)

PERSONNEL POLICIES, PROCEDURES AND PRACTICES OF THE GRANTEE

1. Are time distribution records (e.g., time-sheets) maintained to show how employees who are funded through, or contributed in kind to, the MDH grant and who work on multiple projects/programs spend their time? [Yes](#).
2. Do personnel and/or payroll records show dates of hire/termination, immigration status if applicable, actual hours of time worked, leave time, federal and state programs worked on, and earning for all employees who are funded through, or contributed in kind, to the MDH grant? [Yes](#).
3. Does the Grantee have policies and procedures in writing regarding: [Yes, our new Employee Handbook will go into effect on June 1, 2017 and it covers the employee issues of payroll, overtime, timesheets, and PTO. Our Policies and Procedures Manual covers the other items.](#)
 - Payroll?
 - Travel?
 - Overtime?
 - Timesheets?
 - Taxes?
 - Purchasing?
 - Compensated time off?
4. Are employees time sheets approved? [Yes](#)

By whom (what position)? [ED](#)

By the Executive Director? [See above](#)
5. Does the Grantee's payroll preparation and distribution involve more than one employee? [Yes, our ED and Bookkeeper](#)
6. Does an authorized official approve all checks before being signed? [Yes, ED](#)

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Additional Comments:

Wakota has been a long time PA grantee and has organized their administration and PA programming according to best practices.

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PROGRAMMATIC QUESTIONS

Please use this space to answer all questions.

Program History

- When was your program started? Why was it started? **1976 to address pregnancy in our area.**
- What need does your program fulfill? **We help anyone touched by pregnancy and after.**
- How has the program grown or changed since its beginning? **In the 70s, it was more community health care. Now, it is very social services oriented.**

Grantee's Target population

- Who does the organization primarily serve? **The greater Twin Cities area women of childbearing age or care-givers of infants and small children.**
- What is the program's demographic and geographic coverage? **Women of childbearing age and those caring for infants and small children of all races and ethnicities. We serve anyone. Our target is the greater St. Paul area.**
- Review recent Demographic reporting. See our recent Quarterly Report for demographics. **Time was spent reviewing past and current data collected. Reporting demonstrates that Wakota has had a large increase in client Traffic.**

Leadership and Governance

- Effective Board: How many board members currently serve, who are they? **12 (Paula Kelly, Ronnie Santana, John Kelly, Sara Tabor, Jeanne Chapdelaine, Jessica and David Deuth, Maureen and Scott Fischer, Ed Kocuerak, Matt Birk, and Ginny Cronin (ED)).**
- How often do they meet? How are they informed of organization's progress and challenges? **1x a month. They are very informed.**
- How supportive is the Board of the program? **They are very supportive.**
- How is the program staffed? Who is responsible for the supervision of grant staff? **Our program is staffed with the following positions: Client Services Director, Client Advocates/Assistant Client Advocates, Nurse Manager/Ultrasound Nurse, Medical Director, Medical Ultrasound Director, E.D. – the supervision of these positions is the responsibility of the ED**
 - How are staff evaluated on their performance? How long have PA staff been employed there? **The staff are evaluated on a yearly basis, with regular staff meeting about once every 45 days. All paid staff has been with Wakota less than 2 years.**

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- How are staff background checks done? [References and criminal background checks.](#)
- What is your organization's policy on complaints for staff and clients? [Our new employee handbook greatly details the policies for complaints of staff. For clients, we direct all complaints to the ED in a timely manner and she hands them appropriately.](#)

Budget

- Does the current budget reflect your work plan activities? [Yes.](#)
- Is the budget accurate for the project size/scope? [No, we need more money as our numbers have continued to rise.](#)
- Do you have any challenges with the budget or invoicing? [No.](#)
- Has your Financial Reconciliation taken place? [No.](#)
- If you have an elevated risk designation, and/ or your Financial Reconciliation report cited any concerns, these will be discussed.

Review Work Plan including:

Partners

- If applicable: how are people referred to the program? Are there any barriers encountered with referral sources? What is your most common referral source? [People are referred from a variety of sources including 211, Dakota/Ramsey County Services \(WIC, Housing, Economic Assistance\), Churches, Internet and personal referrals. The most common is word of mouth.](#)
- Challenges with partners or specific counties? [No.](#)

Work Plan

- Review your 2016 – 19 grant application's description of the program you are asking to be funded. On your work plan note the services and activities you said you would provide and the number of clients you would serve.
- **Prepare a short summary of your current program(s) and the number of clients being served.** How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since June 2016? Is there anything in particular you want to share about your current program to explain its current status? Please see attachment.

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- Do you anticipate making any changes to the 2017-18 Work Plan? If so, in what way and for what reasons? **No, other than to increase our numbers.**

Participants:

- What type of outreach does the organization put into action? What is working well? What are more the challenging aspects to finding or retaining clients? **We do a lot of outreach to local organizations in our community that can be good partners and resources for our clients. We also do a lot of internet outreach. We are working to expand our outreach to various faith communities.**

Data:

- How is program data collected and by whom? Is data collected useful to agency? **It is collected on a daily basis by our advocates and CSD. On a monthly basis, it is tallied and analyzed.**
- Anything we can do to help or simplify data collection? **If you had an online portal, that would be great.**

Review Evaluation

- Your 2015-16 Evaluation Report Summary will be discussed (If you were a past grantee).
- Your 2016-17 Evaluation Plan will be reviewed. Any suggestions provided in your 2015-16 Report Summary should be included in the plan, if you are continuing a similar evaluation. If you are planning a new evaluation, details will be discussed. Do you have any questions on your evaluation? **No.**
Year 1 Evaluation Project included analyzing prenatal visits and safe sleep education.

Miscellaneous

- Anything else you would like to share? **No.**
- Anything else we haven't asked? **No.**

What can we do to help? **NO.**

- Trainings and Grantee meetings useful for grantee? Any topic suggestions?
- Feedback or suggestions for the state?
- Is there any way MDH can assist you to better equip your success in the Positive Alternatives Grant Program?

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Summary:

Wakota Life Care Center (WLCC) began to provide services in the West St. Paul community in 1976. They became a Positive Alternatives (PA) grantee with the first year of funding in 2006. The organization has been a PA recipient ever since. The organization provides critical services to a highly diverse community and has expanded their programming with the additional award of PA funding for 2018 and 2019 to include: car seat education and distribution, case management services, safe sleep education and crib distribution, doula care, financial assistance and emergency rental assistance, lactation consultant services, life skills education, material support, mental health services, nutrition support, pregnancy and parenting education, pregnancy testing, and ultrasound services.

Under new leadership and staffing, WLCC has affiliated with Guiding Star enabling the organization to expand their much needed services to the West St. Paul community. They will now be known as Wakota – A Guiding Star Center. This new endeavor will be offered with the hopes of partnering with many like-minded organizations and providers to offer comprehensive care and mentoring for women who may be in unplanned pregnancies or with infants.

Baby boxes were also discussed. Wakota had an opportunity to distribute the baby boxes. MDH does not currently endorse the use of baby boxes and suggests the continued distribution of pack n plays available through Cradle of Hope. This distribution should only be offered along-side a safe sleep education program as was discussed.

As a new awardee of Year 2 and 3 PA funding, discussion also centered around budget and work plan submissions for the new grant. MDH will be asking for combined budgets and work plans for Year 2 and Year 3 for both awards received. Only one invoice and one submission of quarterly reporting (per quarter) will be required for Year 2 and Year 3.

WLCC has seen a large increase in the number of women being served. Additional funding will address the issue of staffing and additional programs needed to address the needs of the community. Wakota is also discussing the issue of lack of space in their present location. It is their hope to expand whether in their present location or to move to a larger facility. No time frame had been given for the change.

Wakota continues to offer critically needed services for women in West St. Paul. They are servicing an inner city neighborhood with much diversity. As a PA grantee they have managed their funding responsibly and have sought to be timely in their requirements as a MDH grantee. I look forward to our continuing partnership with WLLC in providing essential services for women in St. Paul.

Date: September 8, 2017

Grant Manager: Mary Ottman